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# Now That's Green!



Access individual (personal) income tax returns, payment history, refund status and other information through Revenue Online. Offering these services online, in one central place, will help you quickly and easily submit documents online and transact tax business with the department.

Revenue Online Account Access for Individuals includes the following services for Colorado income tax:

- Access Your Tax Account (Sign Up/Login)
- Add Power of Attorney
- Address Change
- Amend a Return
- Balance Inquiry
- Copy of Return
- File a Protest
- File a Return
- Make a Payment
- Refund Status/Where's My Refund?
- Request a Payment Plan
- Upload an E-Filed Attachment (documentation that goes with your return)
- View 1099-Gs issued by the department
- View Letters from the department
- View Payments

# Q



**How Do I Sign Up for Revenue Online?** Go to Revenue Online and click on the Individual button. Then under **AccessAccount** click on Sign Up. You may View Tutorial to see the steps in the process. Be sure you have as much information about your account in front of you, such as Social Security number or other identification number; zip code on your account and your most recent Colorado income tax return. You must have filed a Colorado tax return in the past to use Revenue Online.

**Can I change my address?** On the My Accounts area (the screen you see after you Login), click on the Change link near the Mailing Address. Then click the Submit button.

**Can I get a copy of a letter the department mailed to me?** Under the My Accounts tab, click the Letters tab. You will see a list of all the letters sent to you. You may open a letter and print it.

**How do I find the amount of my Department of Revenue 1099-G?** You may need the 1099-G issued by the department to report the state tax refund amount on your federal return. Click on the blue ID number in My Accounts. Then on the left side of the screen, click on View 1099-Gs. This is not a copy of the 1099-G.



Revenue Online is available at:  
[www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline)



CLICK the button!





# at's Revenue Online!

## Individual



Revenue Online not only provides more information than has been available in the past, but it also provides enhanced security for users.

Revenue Online offers the option of doing any of following without a Login ID and Password for your account.

- Add Power of Attorney
- File a Return (individual income tax and consumer use tax)
- Make a Payment
- Refund Status/Where's My Refund?

When you do set up a Login ID/Password, you may do these things from inside your account and monitor your account activity.

### Answers to your questions

**Once I have access, how can I see my returns and get copies?** Under **AccessAccount** click on the Login button. Enter the Login ID and Password you created. Once you get into your account, click on the blue ID link (SSN or ITIN) under the My Accounts area. Then click on the Search tab. You will see the return you filed for the previous tax year. You may print a copy of the return.

**How do I amend a return?** On the screen where your tax returns are listed, click on the link on the left side of the page to Amend a Return. Select the tax year. Your original return information will be pre-populated in the fields and you can make changes.

**How can I check the status of my refund?** The status of the refund you recently claimed is available in Revenue Online after you file. On the screen where your tax returns are listed, click on the link on the left side of the page to Check Refund Status. If you requested Direct Deposit, you'll see when the deposit was made to your bank account. If your refund is intercepted by another government agency, we provide information on how you can contact that agency.



A Web site where taxpayers and tax professionals can immediately and securely conduct business with the Colorado Department of Revenue on their computers, laptops, smartphones and tablets. Similar to accessing your bank account online.

